

Minutes of Waukesha County Airport Operations Commission
March 12, 2014

Chairman Crowley called the meeting to order at 8:00 a.m. Commissioners present: Madrigano, Bluemke and Schoepke. Excused: Commissioner Steve Betzler.

Others Present: Samuel K Cryer, Plane Safe Aircraft; Lee Ward, Tenant; Ken Witt, Air Traffic Control; Matt Grenoble, Airport Operations; Kurt Stanich, Airport Manager; Jim Singer, Flight for Life; Vincent Freeborn, Flight for Life; R. T. Christensen, Tenant; Ray Dalman, Atlantic Aviation; Druanne Pierce, Plane Safe Aircraft and Val Ramos, Airport Administration.

Approve modify minutes of December 11, 2013 and February 12, 2013

Vice-chair Bluemke moved to approve minutes of December 11, 2013 with a second by Commissioner Madrigano. Vote taken, all in favor, motion passed.

Commissioner Schoepke moved to approve minutes of February 12, 2013 with a second by Commissioner Madrigano. Vote taken, all in favor, motion passed.

Public Comment/Correspondence

Christensen – Thanks to the County for responding so quickly to the damaged roof on the County owned T-hangar (672). The roof blew off on Friday and by Tuesday it was all taken care of and replaced. A few years ago a wind storm blew the roof off the 674 T Hangar; there was so much damage the hangar was torn down. Recommend the County build another T-hangar to make up for loss revenue and do more preventative maintenance (painting/trim) to improve the appearance on the T-hangars.

Crowley – Thank you for your comments.

Crowley – Any plans to do painting?

Stanich – The County is proposing a study to see what the demand is for hangars and the area to construct. There are three proposals from engineering companies to do the study, and are being reviewed. The project should be awarded within the next two months. There is money budgeted for building repairs in Facilities Management Department, Mr. Stanich is working with Facilities to have the T-hangars painted. The hangars are a revenue source for the County and should be maintained properly.

Schoepke – At a previous meeting it was suggested to have some statistical information on the hangars in regards to the occupancy rate. Because they are a major revenue generator for the airport, lease revenue, vacancy, and lots open for construction should be monitored. This would give the Commission a feel for the hangar situation, how it relates to competitiveness to maintain a good lease rate.

Discussion and action on recommendation to the Waukesha County Board of Supervisors regarding the Plane Safe Aircraft Maintenance, Inc. Operating Agreement

Stanich – In December the Commission approved Plane Safe's application as an aeronautical service provider on the airfield. The Commission also approved an exemption to the Minimum Standards Ordinance regarding the construction of a paint booth because the painting activity performed by Plane Safe Aircraft Management is infrequent and primarily spot maintenance. Because Atlantic Aviation was an approved aeronautical service provider, it was assumed their subcontractors were also approved aeronautical service providers. Reading the agreement more closely with Corporation Council, this was not the case which prompted their application to the Commission. The follow up to an application being approved is an Operating Agreement between Waukesha County and the aeronautical service provider. (The Commission had the opportunity to review the agreement prior to the meeting. The agreement was reviewed by Mr. Stanich.) The agreement is for a five year term (12/11/13 to 12/11/18) and can be extended for two five year terms. This is also contingent with

Plane Safe being a sublease of Atlantic Aviation. The agreement does not give Plane Safe exclusivity to provide aeronautical services on the airfield. The annual operating fee is \$250.00. Explanation of fee structure was given to the Commission. Because there was an exception made to the Minimum Standards, the agreement must go before the County Board along with the Ordinance.

Madrigano – What if something happens, Atlantic decides to leave? Does Plane Safe stay or are they out also?

Stanich – That would be a change to the Agreement. It is contingent upon the Atlantic/Plane Safe Agreement, if either party leaves the agreement is no longer in place.

Stanich – The Commission received a copy of the Ordinance/Resolution for review along with the agreement. Mr. Stanich is requesting the Commission's recommendation to the County Board of Supervisors to approve the Operating Agreement between Plane Safe Aircraft Maintenance on file with the Department of Public Works. This would include approval allowing an exemption from the Waukesha County Airport Minimum Standards requirement to construct a segregated painting area and that the Airport Manager is further authorized to execute the operating agreement and any other necessary related documents on behalf of the County. Any questions on the Ordinance or any of the information provided?

Schoepke – It is encouraging to take a common sense approach and to tailor certain things for the betterment of the airport. Both documents look good.

Crowley – Motion to approve the Operating Agreement to present to the County Board of Supervisors?

Motion to approve by Commissioner Schoepke with a second by Vice-chair Bluemke. Further discussion – None.

Crowley – Thank you to Sam Cryer and Druanne Pierce from Plane Safe for being present at today's meeting.

Cryer – We thought with the Aeronautical Service Agreement in place everything was set. But we are ready for the next step and will be present at the County Board meeting when the Ordinance is presented.

Motion to approve, unanimous. Motion approved.

Chairman's Report - None

Operation's Report

Fuel– For the month of February, Jet A numbers continue to increase, about 28%. We did not take a delivery of 100LL, because of this there was a decrease. There was a 5% increase in fuel flowage for the year.

Traffic Activity – February traffic was good, a slight increase from last year (2013). Air taxi numbers also continue to increase, a 5% increase from 2013. We are still down in totals, January was a bad month for traffic because of the weather. Overall for the year, the first two months were down about 25%.

Schoepke – What was the cause of gain in fuel sales and decrease in number of activities?

Grenoble – Fuel increase due to larger heavier aircraft that are making more Jet A fuel purchases. Bad weather contributed to decrease in traffic activity.

Operation Updates – In February the FAA came out to flight test the ILS (Instrument Landing System) and other navigational aids. When they were out, a flight check was made on runway 18 PAPI's (Precision approach path indicator). These had been repaired a few months earlier. They were approved by the FAA,

NOTAM lifted and they are up and running. Our highway department performed some pavement repairs on runway 10/28.

Bluemke – Did the FAA do anything on the runway GPS?

Grenoble – Just the ILS, localizer and PAPI's were checked.

Crowley – Is snow owl still in the area?

Grenoble – No, the owl has departed for the winter. It hasn't been spotted on the airfield for awhile. Will deal now with wildlife mitigation, geese and coyote.

Airport Manager's Report

Snow Removal – Continue to work with Snow Patrol on snow removal issues. They have changed supervisors, there is one supervisor that seems to be more responsive to issues. They have improved with the last few storms than previous. However there are still issues that need to be addressed. There are other departments within the County that are displeased with Snow Patrol's services, not only the Airport. There will be a significant look into their operations and billing to make a decision on whether their contract will/will not be extended. An RFP for snow removal services will go out this summer. There has been discussion on the possibility of in house snow removal services. There are significant budgetary impacts, mostly on the initial purchase or rental of equipment in order to fulfill these services. We will be looking into this further and see if this can be fit into the budget. There will probably be one more contract for snow removal services and after that three/four year period we should be to a point where we have enough equipment and personnel to do the work ourselves. This would be a benefit not only to the airport but to the users.

Bluemke – It seems to be a recurrent problem with snow removal services. It does seem logical if snow removal services can be done properly with airport personnel.

Stanich – This is a highly operational airport. This is the third contractor, it is a consistent problem and we are also one of the only airports in the Country that contracts out their snow removal services. We continue to monitor and do the after action reports, and will sit down after the season to discuss and see what can be done better.

Schoepke – If the contract is up for renewal and you are thinking about five years before we are realistically to the point of doing our own snow removal, is there any adjustments to the way it is structured that the contract can have penalties to the areas that are wrong.

Madrigano – Can the contract be separate from other County requirements and just be specific to the airport?

Stanich – That is how the contract is written, it is specific to the airport.

Madrigano – It is not tied in to how their services are used in other County areas?

Stanich – No, and what I have found in research is since they have the Airport contract they have other County contracts as well.

Annual Report – The Annual Report will be ready for review at the April meeting. The County is finishing up the 2013 audit so we should have final budget numbers. It will go out to other County offices for review and to the Commission for comment before coming to the Commission in April for approval.

President's budget – The budget was released and unfortunately it proposes to cut federal contract tower spending. The budget still has to be passed and signed by both Houses. Please contact your representatives on the importance of the contract tower program and ask that the contract tower funding continues.

Projects –

T-Hangar - The roof was blown off and repaired quickly thanks to our Facilities Management Department. More information will be provided on the study being made for the hangar area.

Runway Safety Area – Significant progress has been made in the last two weeks. The FAA is on board, working with the City and getting down to two alternatives from the original twelve. The Environmental Analysis should be signed this year so we can go into design.

Expansion - Progress has been made on the west and south ramp expansion. This is in design right now and should have 95% plans to present to the Commission next month in April. The plans are due to the State in May. The west ramp expansion is for Stein Aircraft Services, and to expand the south area tie down ramp for additional commercial hangar space.

Runway rehabilitation project – The State is negotiating a contract with Mead & Hunt to design the rehabilitation of runway 10/28. Emergency/temporary repairs have been done on this runway as was mentioned in the Operations Report. The runway continues to deteriorate, we try to maintain it but a total resurfacing of the runway will be done in 2015.

Stanich – Introduced Gretchen who is on Spring Break from Mankato State University and working on Aviation Management Degree. She was given a tour of the airport and was invited to attend today's meeting.

Bluemke – The FAA said we needed to shorten runway 10/28. Is this part of the project?

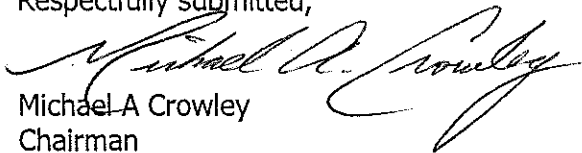
Stanich – No, this has nothing to do with the project. A survey was sent out to all jet operators to see if shorter runway was okay with them. The answer was no. The FAA used this as a determination that we have to keep the 5,800 feet we have available now. It has been determined that E-Mass is not a viable option, so the runway pavement will increase by 400 feet. There will still only be 5,800 feet available as the runway shifts depending on where you are landing taking into account the runway safety area. The runway will not be shortened at all.

Future Agenda Items**Adjourn**

Motion to adjourn by Vice-chair Bluemke with a second by Commissioner Madrigano. Motion passed. Meeting adjourned 8:35 a.m.

Next meeting: Wednesday, April 9, 2014 at 8:00 a.m.

Respectfully submitted,



Michael A. Crowley
Chairman
Airport Operations Commission
March 12, 2014